

Information Systems Team Standard Operating Procedures

Job Title: Information Technology Programmer/Analyst II (Judy Wilkins)

Job Summary: Support computer programming, analysis, and support as needed

Tasks and Responsibilities – Daily (D), Weekly (W), Monthly (M), Yearly (Y), and as Needed (AN)

- **Program maintenance.** (D)
- **Program development.** (D)
- **Check scheduled jobs daily.** This duty includes sending data to Provo City and West Valley City for their use. (D)
- **Refresh Tomcat.** (D)
- **MMS** – Currently Akemi Dean downloads the bi-weekly UDOT file from the mainframe. Judy Wilkins runs a process to create work orders from that data and loads them into FleetAnywhere. Correct all errors. (bi-weekly)
- **ARI** – A file is sent to DFO on a monthly basis for ARI data. Judy Wilkins runs a process that creates work orders from that data and loads them into FleetAnywhere. Correct all errors. (M)
- **Run a special report for Human Services for mileage of vehicles.** (M)
- **Run a special report for Tax for license changes.** (M)
- **Clean out tables dealing with Gascard data.** Clean off old files that are not needed after month-end. (M)
- **Replacement Cycle** – Based on mileage and year of vehicle Judy Wilkins runs a process that figures out the projected replacement schedules for vehicles. (Y)
- **Support for the following systems:** FleetAnywhere, portions of CARS, and PLUS. Judy Wilkins also provides support for Web Applications such as Surplus Auction. (AN)
- Rate-Matrix (Semi-Annual)

Important processes I am responsible for or part of?

The basic procedures for the tasks listed above are filed in f:\users\common\itdocs under the following titles:

- Procedure for ARI.doc (see the attachment)
- Procedure for Gascard Load.doc (see the attachment)
- Procedure for Meter Rejects.doc (see the attachment)

- Procedure for MMS – DOT.doc (see the attachment)
- Procedure for the Replacement Cycle.doc (see the attachment)
- Steps to Handle Automatic Gascard Updates.doc (see the attachment)

Person(s) that back me up when I am on lunch, or take vacation/sick leave?

- Rich Hullinger and I backup each other on Gascard load and meter rejects. Akemi Dean and I backup each other for PLUS.